

## **HQ Western Region ROTC**

### **Authorization (cheat sheet)**

1. Log in to the TAMIS-R Live site <https://tamis.army.mil>
2. Once logged in click on "Manage" to get to the Manage menu
3. Click "Authorizations" to Sub Authorization ammo
4. Click on "Your Brigade" on the left side of the screen
5. Highlight schools to sub authorize to Click "Next"
6. Select DODIC's that you will have a requirement for
7. Click "Click here after entering or selecting DODICs"
8. Select your Sort option, usually left as DODICs. Click "Next"
9. Identify Quantity's to sub authorize to BN's. Input these quantity's into the BN's "Current Authorization" column.
10. Ammunition quantity in "Current Authorization" Column cannot exceed quantity in "Available to Sub Authorize Column"
11. Click "Save Authorization"

Once you click "Save Authorization" your ammunition has been passed on to the BN's.

Use the some steps to transfer ammunition from one BN to another or take authorizations from the BN.

More information can be found in the TAMIS-R User Manual.